Agenda

DSC Change Management Committee
10:15 Wednesday 07 June 2017
at Xoserve Limited, Lansdowne Gate, 65 New Road, Solihull, B91 3DL

(Teleconference: 0207 950 1251 access code, 21870295#)

Short notice items are in italics

Item	Topic	Lead	Category
1.0	**Introduction**	Chair	
1.1	Apologies for absence		
1.2	Alternates		Information
1.3	Confirm Voting rights		
1.4	Approval of Minutes (10 May 2017)		
2.0	**UK Link - Release Management Prioritisation**	CDSP	
2.1	PIS Release Programme		Discussion
2.2	Review of Change Demand Backlog		
3.0	**Next year's change budget finance sheet (MP)**	CDSP	Discussion
4.0	**How should central systems changes initiated by a Supplier be managed**	CDSP	Discussion
5.0	**Review of Actions Outstanding**	Chair	Information
6.0	**Approval of the proposed UK Link Future Release Prioritisation approach**	Committee members	Discussion
7.0	**Next Steps**	Chair	Information
8.0	**Any Other Business**	Chair	Information
9.0	**Diary Planning**	Chair	Information

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Action Table (as at 10 May 2017)					
Action Ref	**Meeting Date**	**Minute Ref**	**Action**	**Owner**	**Status Update**
0501	10/05/17	2.1	Change Management Committee to prepare to establish a Technical Sub-Committee (including the scope, TOR and membership) for technical assessments of future release capability. The current Solution Development Group will be considered for their amenability/willingness to take on this role.	All Parties & Xoserve (RHi)	**Pending**
0502	10/05/17	2.2	Xoserve to update the Change Demand Backlog to include: all required changes/defects (particularly any identified Project Nexus defects), a column to confirm the appropriate governance for the change, and visibility of items without a Change Proposal or Change Order.	Xoserve	**Pending**

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